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27 NOV 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
24 November 1972

1. Miscellaneous Expense Allowance: Effective 25 October 1972, State Department revised the Foreign Transfer Allowance and the Home Service Transfer Allowance by adding a Miscellaneous Expense Portion to each allowance (a Foreign Transfer Allowance is granted an employee going to an overseas PCS; a Home Service Transfer Allowance is granted an employee returning from an overseas assignment). The purpose of the revision is to achieve general comparability with similar transfer benefits now available to U. S. domestic Civil Service employees.

Amounts of \$100 for an employee without family and \$200 for an employee with family can be granted for miscellaneous expenses without receipts or itemization of expenses. Additional amounts may be granted for miscellaneous expenses within the applicable maximum, but receipts are then required for the total amount claimed. When expenses are accounted for, they may not exceed one week's basic salary for a single employee and two weeks' basic salary for an employee with family (including any monies

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received for an inter-climatic zone change, if applicable). The actual ceiling for reimbursement of the combined portions shall be the salary for grade GS-13 step 10 (currently \$468.50 and \$937).

Examples of expenses which may be reimbursed under this new portion are:

- a. disconnecting and connecting appliances, equipment and utilities;
- b. converting household equipment and appliances for operations on available utilities;
- c. cutting and fitting rugs, draperies and curtains moved from one residence to another--not cost of new rugs, etc.;
- d. utility fees or deposits that are not offset by eventual refunds;
- e. automobile registration, driver's license and similar fees;
- f. personal cable and telephone costs attributable to the relocation of the employee and his family exclusive of such costs relating to travel and hotel arrangements intended to be reimbursed by per diem to which the employee is entitled.

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2. PERSON: [REDACTED] of the Office of

Personnel and [REDACTED] of DDS were briefed by State Department officials on PERSON, their on-line system for predicting promotional capabilities and certain other personnel effects under varying simulations. The program is currently limited to FSO's but is adaptable to other pay systems. The matrix is a simple one compared to Agency occupational groupings; it is confined to officer classes sub-divided into six functional cones. In considering personnel availabilities and turnover, the Department uses historical experience for all separations except retirements and it limits retirements to mandatory losses. Other factors considered in the picture of available personnel are minimum time-in-class and transfer eligibility dates. It is operational and apparently effective. They brought back literature to study plus an invitation from the State representatives to meet with them further if desired. We will discuss State's program with [REDACTED] and its possible application, in some form, to Agency usage.

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3. Position Management:

a. A discussion was held with the FE Personnel Officer regarding the establishment of six new SL positions in Saigon-- they will replace Category X military types. With the troop

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withdrawals in full swing, the military can no longer accommodate our needs. FE has identified six "D" positions to be converted to SL for this purpose.

b. Position changes in the Office of Communications Records Management Staff, Processing and Control Section, Special Programs Division, Career Management Office and the [REDACTED] were reviewed and advice and guidance provided to appropriate officials regarding these proposals.

4. Retirement Information Seminar: The first two sessions of the annual Retirement Seminar were held last week (20 and 22 November). Attendance was approximately 280 each day. Reactions from the audience indicated interest in and appreciation for the subjects provided.

5. Air Force: [REDACTED] of MMPD, accompanied by [REDACTED] and a representative from OSA, visited the logistical support function at [REDACTED] [REDACTED] during the week of 13 November. This was a mission orientation for [REDACTED] and the semi-annual personnel staff visit.

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6. Reserve Speaker: Colonel B. H. Curwen, USMC, Industrial College of the Armed Forces, will address the members of the Agency's Military Reserve Unit tonight, 27 November, on the subject "Nature of Modern War." The meeting will be conducted in the auditorium and will start at 1745 hours.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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